2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO

PENNSYLVANIA CONVENTION CENTER, HALL D
PHILADELPHIA, PA
MAY 1 - 2, 2015

VISTA
CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

TABLE OF CONTENTS

Vista Convention Services Order Forms

Booth Package & Exhibit Times	2
Exhibit Area Installation & Dismantle Information	3
Third Party Authorization & Statement of Payment Terms	4
Intent to Use Non-Official Contractors Form	5
Non-Official Contractors Rules & Regulations	6
Payment Policies	7
Payment & Credit Card Authorization Order Form	8
Limits of Liability & Responsibility	9
Standard Booth Furnishings & Carpet Order Form	10
Perfboard Order Form	11
Gridwalls Order Form	12
VCS Modular Rental Units Order Form	13
Booth Cleaning Order Form	14
Labor Order Form	15
Limits of Liability & Responsibility for Labor	16
Material Handling Services and Rates	17
Limits of Liability & Responsibility for Material Handling	18
Shipping & Material Handling Recap Order Form	19
Material Handling Special Services	20
Shipping Information	21
Shipping 101	22
Shipping Instructions	23
Shipping Instructions Outbound	24
Advance to Warehouse Shipping Labels	25
Direct to Show Site Shipping Labels	26

Pennsylvania Convention Center Forms

Exhibitor's Rights Information	27-28
PCC Safety Guidelines for Exhibitors	29
FAQ's Exhibitors	30
PCC Online Ordering Information	31-32
Electrical Services Order Form	33
Electrical Services Terms & Conditions	34
Electrical Labor Order Form	35
Exhibitor Electrical Check List	36
Cord Safety Diagram	37
Internet Services Order Form	38
Internet Services Terms & Conditions	39
Audio Visual Order Form	40
Audio Visual Terms & Conditions	41
Telecommunications Order Form	42
Telecommunications Terms & Conditions	43
Driving Directions to Pennsylvania Convention Center	44
Driving Directions to Loading Docks	45

Floral Order Form

Rose 4 U Florist	46

2015 BLUE CROSS BROAD STREET RUN HEALTH & FITNESS EXPO	CONVENTION SERVICES	**BOOTH PACKAGE & EXHIBIT TIMES**
PENNSYLVANIA CONVENTION CENTER, HALL D PHILADELPHIA, PA MAY 1 - 2, 2015	6575 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM	FRI., MAY 1 - 11:00 AM - 7:00 PM SAT., MAY 2 - 9:00 AM - 6:00 PM

Dear ***Broad Street Run Exhibitor***,

Vista Convention Services is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention's policies, space assignments, display limitations, and event schedules should be directed to:

2015 BLUE CROSS BROAD STREET RUN HEALTH & FITNESS EXPO
Patty McGrail
Expo Director
1515 Arch Street, 10th Floor
Philadelphia, PA 19102
Tel: (215) 683-3676
Cell: (267) 303-1271
E-mail: patty.mcgrail-schiffler@phila.gov

All questions regarding shipping, storage, furniture, and labor should be directed to:

CUSTOMER SERVICE
Vista Convention Services
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232-0036
Tel: (609) 485-2421
Fax: (609) 485-2392
E-mail: jbonfiglio@vistacs.com

All questions regarding electricity and audio visual equipment for use in your booth should be directed to the appropriate service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. **The Vista forms are to be returned to our office and the others to the specific contractor who is providing the service**. Please analyze and submit your order forms as early as possible.

Your 10' x 10' booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

8' HIGH BACKWALL - BLUE/WHITE	**1 - 6' DRAPED TABLE - RED**
3' HIGH SIDERAIL - BLUE	**2 - FOLDING CHAIRS**
BOOTH CARPET - BLUE	**1 - 7"x44" BOOTH ID SIGN**

2015 BLUE CROSS BROAD STREET RUN HEALTH & FITNESS EXPO

EXHIBIT AREA INSTALLATION AND DISMANTLE INFORMATION

Set-Up Dates & Times

THURSDAY **APRIL 30, 2015 - 1:00 PM - 5:00 PM**

Exhibit Dates & Times

FRIDAY **MAY 1, 2015 - 11:00 AM - 7:00 PM**

SATURDAY **MAY 2, 2015 - 9:00 AM - 6:00 PM**

Dismantle Dates & Times

SATURDAY **MAY 2, 2015 - 6:00 PM - 8:00 PM**

ANY DISPLAY NOT REMOVED BY EXHIBITOR, WILL BE MOVED TO VISTA'S WAREHOUSE AT THE EXHIBITORS EXPENSE

Thank you,
Vista Convention Services
Customer Services

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO

PENNSYLVANIA CONVENTION CENTER, HALL D
PHILADELPHIA, PA
MAY 1 - 2, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

PAYMENT POLICIES

DEADLINE DATE:
APRIL 17, 2015

PAYMENT OPTIONS

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services in our role as the Official Contractors for this show.

1. **All checks must be in U.S. funds drawn on a U.S. bank**

2. **Advance Payment by Company Check**
   Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services in advance to guarantee payment. Please make all checks payable to Vista Convention Services.

3. **Wire Transfer in U.S. Funds**
   Bank information call Vista Convention Services (609) 485-2421 or e-mail: info@vistacs.com
   Wire transfers must be initiated and confirmed at least two weeks before move-in.
   Wire transfers must include the show name, company name and booth number.
   Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services will charge the following fees:
   Domestic incoming wire transfer fee: $25.00
   International incoming wire transfer fee: $35.00

4. **Credit Card**
   Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services must receive this form by **FRIDAY, APRIL 17, 2015.**

SHOW SITE ORDERS

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. ***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.*** Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

PAYMENT TERMS

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***No telephone orders accepted.***

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE**.

NOTE: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services.

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO

PENNSYLVANIA CONVENTION CENTER, HALL D
PHILADELPHIA, PA
MAY 1 - 2, 2015

VISTA
CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

PAYMENT & CREDIT CARD AUTHORIZATION FORM

DEADLINE DATE:
APRIL 17, 2015

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

ORDER RECAP

*Standard Booth Furnishings & Carpet Order Form.....$_____
*Perfboard Order Form.....$_____
*Grid Walls Order Form.....$_____
*VCS Modular Rental Unit Order Form.....$_____
Booth Cleaning Order Form.....$_____
Sign Hanging Order Form.....$_____
Rigging Order Form.....$_____
Estimated Labor Order Form.....$_____
Estimated Material Handling Order Form.....$_____
SUB TOTAL $_____
*8% PA SALES TAX $_____
NET AMOUNT DUE VISTA $_____

INDICATE PAYMENT METHOD:

Check #_____ Dated_____ Amount $_____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express
Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account # | | | | | | | | | | | | | | | | |

Expiration Date | | | | | | |

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Name_____
(Print or Type)
Cardholder's Address_____ City_____ State_____ Zip_____

Signature_____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON REVERSE SIDE.

Company Name _____ Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____ Fax #_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

Limits of Liability and Responsibility

1. Vista Convention Services shall not be responsible for damage to uncrated materials,material improperly packed, or concealed damage.

2. Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

3. Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. Vista Convention Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Vista Convention Services shall not be liable to any extent whatsoever for any actual,potential or assumed loss of profits or revenues, or for any collateral costs,which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Vista Convention Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

PHILADELPHIA PARKS & RECREATION BLUE CROSS BROAD STREET RUN TEN MILER *2015 BLUE CROSS BROAD STREET RUN HEALTH & FITNESS EXPO*	VISTA CONVENTION SERVICES 6575 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM	**THIRD PARTY & STATEMENT OF PAYMENT TERMS**
PENNSYLVANIA CONVENTION CENTER, HALL D PHILADELPHIA, PA MAY 1 - 2, 2015		DEADLINE DATE: APRIL 17, 2015

You may arrange for a third party to handle your display and be billed for services. **Vista Convention Services** will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME:_____ BOOTH#_____

CONTACT PERSON:_____ SIGNATURE:_____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

____All Services ____Air Freight ____Audiovisual ____Booth Cleaning ____ Material Handling/In and Out

____I&D Labor ____Rental Furniture and Carpet _____Signs Other (Please specify)_____

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (Information must be provided.)

☐ **MasterCard** ☐ **Visa** ☐ **American Express**

☐ **Corporate** ☐ **Personal**

Account Number | | | | | | | | | | | | | | | |

Expiration Date_____

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Signature_____ **Print Name**_____

Cardholder's Billing Address_____

City _____**State** _____ **Zip** _____ **Country**_____

THIRD PARTY NAME:_____

CONTACT PERSON:_____ **SIGNATURE:**_____

SHOW SITE REPRESENTATIVE:_____

PHONE NUMBER: _____**FAX NUMBER:**_____

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.

2015 BLUE CROSS BROAD STREET RUN HEALTH & FITNESS EXPO PENNSYLVANIA CONVENTION CENTER, HALL d PHILADELPHIA, PA MAY 1 - 2, 2015	6575 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM	**INTENT TO USE NON - OFFICIAL CONTRACTORS** DEADLINE DATE: APRIL 17, 2015

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

2. The Non-Official Contractor must provide Vista Convention Services with an original "Certificate of Insurance". This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

3. Failure to provide Vista Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services. Non-Official Contractors will be able to provide supervision only.

4. All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at Vista Convention Services Labor Desk.

NOTIFICATION DEADLINE DATE: See above.

Exhibiting Firm:_____ **Booth #:**_____

Authorized Name & Title:_____

Authorized Signature:_____

Full Name of Non-Official Contractor:_____

Complete Address:_____

City, State:_____ **Zip Code:**_____

Phone Number:_____ **Fax Number:**_____

Non-Official Contractor "Show Site" Representative:_____

Type of Service to Be Performed:_____

_____

_____

_____

Retain one copy for your files.

2015 BLUE CROSS BROAD STREET RUN HEALTH & FITNESS EXPO		**NON - OFFICIAL CONTRACTORS RULES & REGULATIONS**
PENNSYLVANIA CONVENTION CENTER, HALL D PHILADELPHIA, PA MAY 1 - 2, 2015	**6575 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM**	**DEADLINE DATE: APRIL 17, 2015**

Vista Convention Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, forklift, cleaning, and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the official contractors.

1. Each representative of a Non-Official Contractor must physically pick up, in person, an "EXHIBIT CREW" badge at the Vista Convention Services Labor Desk. If a representative of a Non-Official Contractor does not have any identification that verifies his/her employment by a Non-Official Contractor, he/she must be accompanied to the Vista Convention Services Labor Desk by a representative who does have verifying identification.

2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.

3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.

4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition etc.

IMPORTANT! It is the responsibility of each Exhibiting Firm using a Non-Official Contractor to complete and return the following forms to Vista Convention Services no later than the Deadline Date shown above.

- ► "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located in this Exhibitor Service Manual.
- ► Liability "Certificate of Insurance" form which names Vista Convention Services as additionally insured for each Non-Official Contractor firm being used. (Note: The exhibitor-appointed contractor must maintain at least $1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM VISTA CONVENTION SERVICES IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO VISTA CONVENTION SERVICES BY THE DEADLINE DATE SHOWN above.

It is the responsibility of the exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules and Regulations* of this exposition.

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO

PENNSYLVANIA CONVENTION CENTER, HALL D
PHILADELPHIA, PA
MAY 1 - 2, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

DEADLINE DATE:
APRIL 17, 2015

Rental price includes delivery to and removal from your booth.

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
	SEATING			
____	Upholstered Arm Chair (black only)	$96.10	$121.25	_____
____	Side Chair (black only)	77.50	99.25	_____
____	Padded Stool (black only)	103.45	133.15	_____
	ACCESSORIES			
____	Cocktail Table (18"h x 24" rd)	77.50	100.00	_____
____	Round Pedestal Table (30"h x 30"rd)	162.00	210.40	_____
____	Round Pedestal Table (42"h x 30"rd)	191.55	248.80	_____
____	Wastebasket	24.35	39.60	_____
____	Easel	46.15	55.00	_____
____	Chrome Sign Frame (22" x 28")	106.45	138.40	_____
____	Bag Holder	141.80	184.45	_____
____	8' Stanchion	34.30	47.30	_____
____	Crossbar	34.30	47.30	_____
____	Garment Rack	141.90	184.50	_____
____	Literature Rack	189.10	245.90	_____

STANDARD CARPET

Price includes installation & taping front edge.
No guarantee of color match when ordering multiple carpets.

____	9'x 10'	198.50	260.65	_____
____	9'x 20'	397.00	521.30	_____
____	9'x 30'	595.50	781.95	_____
____	9'x 40'	794.00	1042.60	_____
____	9'x 50'	992.50	1303.25	_____

Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green Blue Jay Pepper

CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.
INDICATE OVERALL DIMENSIONS:
____ft.x ____ft. (100 sq. ft. minimum) $4.40 sq. ft. $5.25 sq. ft. _____
Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green Blue Jay Pepper

CARPET PADDING

INDICATE OVERALL DIMENSION:
____ft.x ____ft. (installed)..... $1.85 sq. ft. $2.30 sq. ft. _____
(100 sq. ft. minimum)

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
	DRAPED DISPLAY TABLES - 30" HIGH			
	Price includes white vinyl top & 3 sides			
	Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
_____	2' x 4' x 30"	$128.20	$166.10	_____
_____	2' x 6' x 30"	157.25	204.55	_____
_____	2' x 8' x 30"	183.35	233.50	_____
	DRAPED DISPLAY TABLES - 42" COUNTER HIGH			
	Price includes white vinyl top & 3 sides			
	Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
_____	2' x 4' x 42"	182.05	235.80	_____
_____	2' x 6' x 42"	195.70	258.95	_____
_____	2' x 8' x 42"	225.80	292.65	_____
	UNDRAPED DISPLAY TABLES - 30" HIGH			
_____	2' x 4' x 30"	59.15	73.35	_____
_____	2' x 6' x 30"	67.45	84.55	_____
_____	2' x 8' x 30"	80.45	99.30	_____
	UNDRAPED DISPLAY TABLES - 42" HIGH			
_____	2' x 4' x 42"	74.50	92.20	_____
_____	2' x 6' x 42"	84.00	104.75	_____
_____	2' x 8' x 42"	98.15	121.80	_____
	DRAPED RISERS			
	White Vinyl			
_____	4' One Step	74.05	95.75	_____
_____	6' One Step	94.70	123.05	_____
	MISCELLANEOUS			
____	3' Black Stanchion/Pull out Tape... (7 1/2 ft. lengths)	62.10	79.25	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

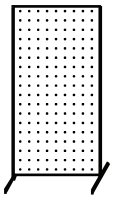
ALL CHARGES SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name_____ Booth #_____
Street Address_____ Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____ Title_____

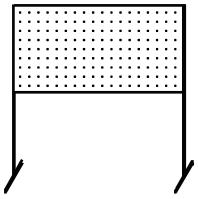
MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

2015 BLUE CROSS BROAD STREET RUN HEALTH & FITNESS EXPO	VISTA CONVENTION SERVICES	**PERFBOARD ORDER FORM**
PENNSYLVANIA CONVENTION CENTER, HALL D PHILADELPHIA, PA MAY 1 - 2, 2015	**6575 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM**	**DEADLINE DATE: APRIL 17, 2015**

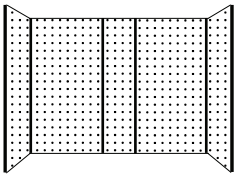
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.



STYLE A



STYLE B



STYLE D
Complete Coverage
10' Wide booth space
2' Side Wings
Requires 2 - 4' x 8', 3 - 2' x 8'

Perfboard holes are 1/8" Diameter. Exhibitors must furnish their own hooks.

INDICATE STYLE REQUIRED: ☐ A - 1 Vertical ☐ B - 1 Horizontal
☐ D - Complete Booth Coverage - Number of panels required depends on booth size.

QUANTITY OF FRAMED PANELS REQUIRED:	**DISCOUNT RATE**	**STANDARD RATE**	**AMOUNT**
_____ 4' x 8' Perfboard Panel (white)	$182.50	$ 216.90	_____
_____ 2' x 8' Perfboard Panel (white)	123.45	158.95	_____
Perfboard Shelving - 8" Wide			
_____ 4' Long (hardware supplied)	42.45	56.85	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the Service Desk will be Invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges payable in U.S. funds only. Check, Cash, Traveler's Checks, VISA, MasterCard and American Express are accepted.

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name_____Booth #_____

Street Address_____Phone #_____

City_____State_____ Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO

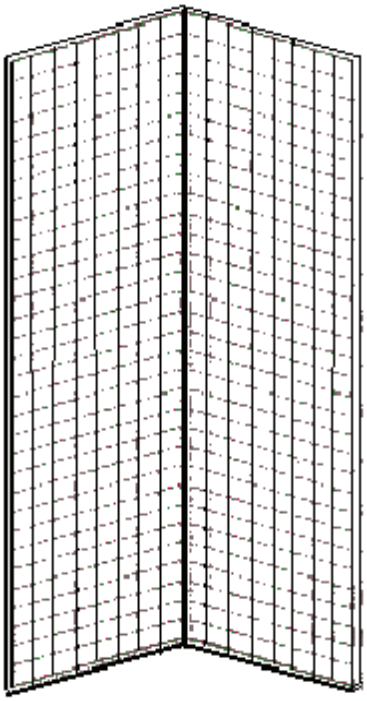
PENNSYLVANIA CONVENTION CENTER, HALL D
PHILADELPHIA, PA
MAY 1 - 2, 2015

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

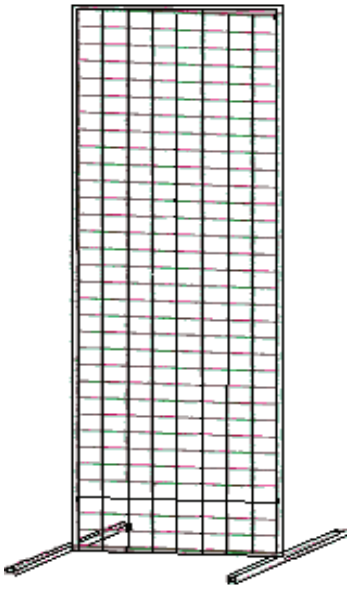
GRID WALLS ORDER FORM

DEADLINE DATE:
APRIL 17, 2015

Style A: 2' x 8'



Style B: 2' x 6'



STYLE A:
ORDER 2'x8'GRIDS IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER. MINIMUM ORDER 2 GRIDS.

STYLE B:
ORDER 2'x6' GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

NOTE: NO GRID CAN BE HUNG OFF THE BOOTH EQUIPMENT DRAPE.

HOOKS TO BE SUPPLIED BY EXHIBITOR

QUANTITY OF GRIDS REQUIRED:		DISCOUNT RATE	STANDARD RATE	AMOUNT
____Style A	2' x 8' Grid (Minimum order (2) Grids)……...$70.05		$87.30	_____
____Style B	2' x 6' Grid (w/feet)……..……...…82.05		103.90	_____

PAYMENT POLICY: Payment in full including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the service desk will be invoiced at Standard Rates. Invoices must be settled at the service desk prior to show closing. No telephone orders accepted. All charges payable in U.S. funds only. Check, Cash, Traveler's Check, VISA, MasterCard and American Express are accepted.
CANCELATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name_____ Booth #_____

Street Address_____ Phone #_____

City_____ State_____Zip_____ Fax #_____

Ordered by (Print or Type)_____ E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO

PENNSYLVANIA CONVENTION CENTER, HALL D
PHILADELPHIA, PA
MAY 1 - 2, 2015

VISTA
CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

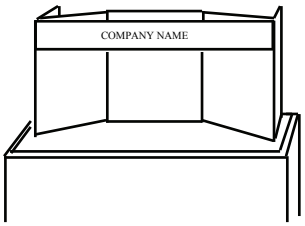
VCS MODULAR RENTAL UNITS ORDER FORM

DEADLINE DATE:
APRIL 17, 2015

☐ VCS TableTop Unit contains lighted header, 8' draped table

DRAPE COLOR: BLUE BLACK BURGUNDY
PURPLE GRAY RED TEAL WHITE HUNTER GREEN

* Check one
- ☐ White Panel
- ☐ Perf Board
- ☐ Blue
- ☐ Gray - Velcro Friendly

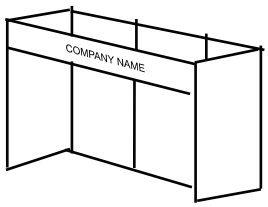


Price $787.50

☐ VCS A-10 Unit contains 3-shelves, 6-brackets

* Check one
- ☐ White Panel
- ☐ PerfBoard
- ☐ Blue
- ☐ Gray - Velcro Friendly

Price $2,415.00



Optional Rental Accessories

	Qty.	Price	Total
*Side Rail (each).....	_____	147.00	_____
*Counters colors: (**check color**) ☐ white ☐ blue ☐ Gray			
40"L x 42"H x 18"W	_____	390.60	_____
80"L x 30"H x 22"W	_____	603.75	_____
* Extra Shelves 1 - Shelf & 2 - Brackets.....	_____	68.80	_____

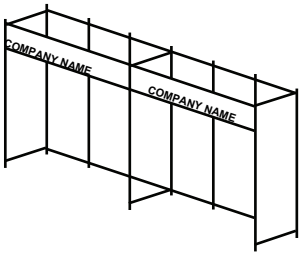
All units include:
***Standard Header Copy**
***Lights (Does Not Include Outlet)**

Custom units available. Please call for pricing.

☐ VCS B-20 Unit contains 6-shelves, 12-brackets

* Check one
- ☐ White panel
- ☐ Perf Board
- ☐ Blue
- ☐ Gray - Velcro Friendly

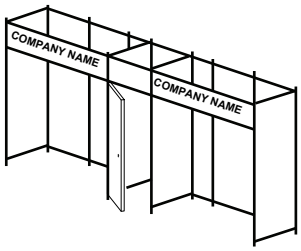
Price $4,515.00



☐ VCS C-20 Unit contains 4-shelves, 8-brackets

* Check one
- ☐ White Panel
- ☐ PerfBoard
- ☐ Blue
- ☐ Gray - Velcro Friendly

Price $4,725.00



HEADER COPY:

PAYMENT POLICY: Payment in full including applicable tax, must accompany your order.
SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name_____ Booth #_____

Street Address_____ Phone #_____

City_____ State_____ Zip_____ Fax#_____

Ordered by (Print or Type)_____ E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

2015 BLUE CROSS BROAD STREET RUN HEALTH & FITNESS EXPO		**BOOTH CLEANING ORDER FORM**
PENNSYLVANIA CONVENTION CENTER, HALL D PHILADELPHIA, PA MAY 1 - 2, 2015	**6575 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM**	**DEADLINE DATE: APRIL 17, 2015**

BOOTH CLEANING RATES

Price is based on total square footage of your booth space.

INDICATE YOUR REQUIREMENTS:

☐ Daily - Vacuuming.....$.39 per sq. ft.

☐ Once - Vacuuming before initial opening.....$.41 per sq. ft.

☐ Shampoo - One Time.....$.63 per sq. ft.

SIZE OF BOOTH_____x_____ =_____ SQ. FT. x RATE: _____ x NO. OF DAYS:_____ = $_____

(MINIMUM CHARGE: 100 SQ. FT. PER DAY)

Porter Service……Rates on Request

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All Charges payable in U.S. funds only. Check, Cash, Traveler's Checks, VISA, MasterCard, and American Express are accepted.

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name_____ Booth #_____

Street Address_____City_____State_____Zip_____

Phone#:_____ Fax#:_____ Email:_____

Ordered by (Print or Type)_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

PHILADELPHIA PARKS & RECREATION BLUE CROSS BROAD STREET RUN TEN MILER *2015 BLUE CROSS BROAD STREET RUN HEALTH & FITNESS EXPO*	VISTA CONVENTION SERVICES	**LABOR ORDER FORM**
PENNSYLVANIA CONVENTION CENTER, HALL D PHILADELPHIA, PA MAY 1 - 2, 2015	**6575 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM**	**DEADLINE DATE: APRIL 17, 2015**

STAGEHAND LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

STAGEHAND RATES:

Straight Time
$110.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
ST: First 8 hours
Monday through Friday

Overtime
$165.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
OT: After 8 hours Monday through Friday
and all hours on Saturday.

Double Time
$220.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
DT: Sunday & all Holidays

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%.

DURING SHOW CLOSING ONLY: Straight Time rate applies (INSERT DATE & TIMES). Overtime rate will apply after (INSERT TIME)..

NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk.** Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

☐ **PLAN A - EXHIBITOR'S SUPERVISION -** All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
SET-UP				
DISMANTLE				

☐ **PLAN B - VISTA CONVENTION SERVICES SUPERVISION -** Hourly rate plus 35% Supervision Charge/Minimum $45.00

Name of Carrier_____ # Crates_____ Cartons_____ Skids_____

Shipped to: ☐ Warehouse ☐ Showsite ☐ Display Includes Carpet ☐ Vista's Rental Carpet

PLEASE INCLUDE SET-UP PLANS WITH ORDER

After Dismantle Return Display

To:_____

_____

_____ VIA:_____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Company Name_____ Booth _____

Street Address_____ Phone #_____

City_____ State_____ Zip_____ Fax#_____

Ordered by (Print or Type)_____ E-Mail_____

Signature_____ Title_____

CREDIT CARD INFORMATION: ☐ M/C ☐ VISA ☐ AMEX	ACCOUNT NUMBER:																			EXPIRATION DATE:

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

CARDHOLDERS SIGNATURE: CARDHOLDERS NAME:

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

LIMITS OF LIABILITY AND RESPONSIBILITY FOR LABOR

1. Vista Convention Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

2. Vista Convention Services and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Vista Convention Services or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by Vista Convention Services or its subcontractor.

3. Vista Convention Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

4. Claims for loss, injury or damage which are not submitted to Vista Convention Services within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Vista Convention Services or its subcontractors more than one year after the accrual of the cause of action.

5. Vista Convention Services will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.

6. Vista Convention Services will not be responsible for improperly packed or concealed damages to exhibits.

7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.

8. If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services, the exhibitor is required to use Vista Convention Services labor for booth installation.

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO

PENNSYLVANIA CONVENTION CENTER, HALL D
PHILADELPHIA, PA
MAY 1 - 2, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

MATERIAL HANDLING SERVICES & RATES

WAREHOUSE DEADLINE DATE:
APRIL 24, 2015

MATERIAL HANDLING

SERVICE AND RATES

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers. **PLEASE NOTE: 200 lb. minimum for this service.**

Per CWT (100 lbs.)
Minimum charge (200 lbs.)
Warehouse Rate **$119.00**

Show Site Rate **$119.00**

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS
These round trip rates apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.

Per CWT (100 lbs.)
Minimum charge (200 lbs.)
Warehouse Rate **$158.00**

Show Site Rate **$158.00**

UNCRATED, UNSKIDDED, WRAPPED SHIPMENTS AND CRATED SHIPMENTS REQUIRING SPECIAL HANDLING
These round trip rates apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEX and UPS are included in this category due to their delivery procedures and documentation.

Per CWT (100 lbs.)
Minimum charge (200 lbs.)

OVERTIME RATES
All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved in or out of the booth before 8 a.m. or after 4:30 p.m. on weekdays or all day on Saturdays, Sundays or holidays, will be charged a 50% surcharge for each occurrence, in addition to the above rates.

Per CWT (100 lbs.)
Minimum charge (200 lbs.)
A 35% surcharge, for each occurrence, will apply in addition to the above rates

DELIVERIES TO WAREHOUSE AFTER DEADLINE DATE
Shipments received at the warehouse after 3:30 p.m. or after the deadline date will be charged in addition to the above rates.

---

*First Package

$35.00

SMALL PACKAGE SHIPMENTS
Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.

**Each additional package $25.00.

LIMITS OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING

Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

Vista Convention Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista Convention Services' maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment; whichever is less.

Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

The consignment or delivery of a shipment to Vista Convention Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.

Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista.

MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: $25 per carton and $35 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

MOBILE UNIT SPOTTING

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services supervision services at the rate of $275.00 round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of $18.00 per cwt. on straight time; $22.00 per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

SPECIAL RATES AND SERVICES

Steel banding is available at $1.05 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX SHIPMENTS

A fee of $75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

2015 BLUE CROSS BROAD STREET RUN PENNSYLVANIA CONVENTION CENTER, HALL D PHILADELPHIA, PA MAY 1 - 2, 2015	6575 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM	**SHIPPING & MATERIAL HANDLING ORDER RECAP** WAREHOUSE DEADLINE DATE: APRIL 24, 2015

SHIPPING AND MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the SHIPPING INFORMATION, SHIPPING INSTRUCTIONS and MATERIAL HANDLING SERVICE AND RATES forms in this Exhibitor Service Manual.

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.	
CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS **Warehouse** We will ship _____lbs. @ $119.00 per 100 lbs. (200 lb. minimum/$238.00)	$_____
Showsite We will ship _____ lbs. @ $119.00 per l00 lbs. (200 lb. minimum/$238.00)	$ _____
UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS AND CRATED SHIPMENTS REQUIRING SPECIAL HANDLING **Warehouse** We will ship _____lbs. @ $158.00 per 100 lbs. (200 lb. minimum/$316.00)	$ _____
Showsite We will ship _____ lbs. @ $158.00 per 100 lbs. (200 lb. minimum/$316.00)	$ _____
OVERTIME RATES All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved **in or out of** the booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or all day on Saturdays, Sundays or Holidays, will be charged a 50% surcharge, for each occurrence, in addition to the above rates.	
DELIVERIES TO WAREHOUSE AFTER DEADLINE DATE Shipments received at the warehouse after 3:30pm or after the deadline date of **FRIDAY, APRIL 24, 2015** will be charged 35% surcharge, for each occurrence, in addition to the above rates.	
PAYMENT ENCLOSED	**$**_____

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at show site. If you have any questions about material handling, please contact Vista Convention Services, Exhibitor Service Department.

COMPANY NAME:	**BOOTH #**

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.

SHIPPING INFORMATION

WHAT YOU SHOULD KNOW:

*As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.

*Please prepay all shipping charges. Vista Convention Services cannot accept or be responsible for collect shipments. All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services. This estimate will be binding on both parties and no adjustments will be made after the show closes.

***Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at show site only. Uncrated shipments received at show site are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**

*Separate mixed van shipments between crated and uncrated, and clearly identify the weights of each on the bill of lading. Otherwise, Vista Convention Services will invoice the entire load at the uncrated rate and will be unable to adjust charges later.

*Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.

*All shipments for the show received either in advance or at show site will be charged material handling by Vista Convention Services. Refer to the MATERIAL HANDLING SERVICE AND RATES form in this manual.

*All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the MATERIAL HANDLING SERVICE AND RATES form in this manual.

*If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services, the exhibitor is required to use Vista Convention Services' labor for booth installation.

MATERIAL HANDLING INCLUDES:

*Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only.)

*Delivering materials to your booth at show site.

*Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.

*Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your show site bill of lading.

MATERIAL HANDLING DOES NOT INCLUDE:

*Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed. Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).

SHIPPING 101

Exhibiting at a tradeshow can be costly. When a company purchases a booth space, it is just the beginning of the expenses that typically include shipping freight, furniture rental, and material handling. The seasoned exhibitor can tell you that material handling, often referred to as "drayage", is sometimes the most costly item on the list. In many cases, the exhibitor is paying for surcharges he does not understand. By understanding what drayage is and how service contractors establish their rates, you will be able to save money by avoiding unnecessary charges. Outlined below are some of the most commonly asked questions about drayage.

What is Drayage?
Simply stated, drayage is the moving of materials from point A to point B. Whether your materials are sent in advance to the service contractor's warehouse or directly to show site, they still need to get to your booth after the carrier drops them off. Paying for drayage entitles you to have your freight taken to your booth from the loading dock, empty containers stored during the show, empty containers returned to your booth at the close of the show, and your freight carried back to the loading dock and loaded onto the carrier at the conclusion of the show. Then you arrange for a carrier to pick up your exhibit materials for transport to the next destination. There is usually a 200 pound minimum per shipment charge for drayage.

Can Materials be Hand Carried to My Booth?
In most major cities, union labor has exclusive rights to the loading dock. The total weight and size of the display plus the union regulations regarding drayage for that city will determine if items can be hand carried to avoid paying for drayage. However, if you think you can hand carry your display onto the show floor, it has to be brought in through the front entrance. To avoid any surprises or confusion, please check the union regulations in this Exhibitor Service Manual. If you hand carry your items, the empty containers may be stored during the show for a fee.

How Are Drayage Rates Determined?
Since union labor is used to move freight, Vista Convention Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

How Can I Save My Company Money?
Read your Exhibitor Service Manual and pay close attention to the shipping instructions. Be aware of any surcharges that may be imposed for special handling or late shipments. Please pay close attention to deadline dates. If warehouse shipments arrive too early or miss the deadline date, that means an additional surcharge. Vista Convention Services usually allows shipments to arrive at the advance warehouse up to 30 days from the first move-in date.

Ship in quantity. Because service contractors usually enforce a 200 pound minimum per shipment, it is best to send your freight as one big shipment. We realize this is not always possible, but if you send 40 and 50 pound packages separately, you will be charged the minimum weight on each shipment. This expense can add up, but can be avoided with a little planning and organization. If possible, make sure your product is crated. Crated shipments are the easiest to unload, therefore, they incur the least drayage charge. Loose, pad wrapped and/or uncrated freight takes longer to unload and will be charged at higher rates. It may be worth the time and money to have crates built for your display. In addition, crates will help protect your materials during shipment.

Should I Ship to the Advance Warehouse or Show Site?
When possible, ship in advance to the warehouse. You can confirm receipt of your shipment with Vista Convention Services before the show, adding to your peace of mind. In addition, freight sent to the warehouse is unloaded prior to exhibitor move-in. Therefore, your freight will be in your booth upon your arrival. You can begin setting up your exhibit as soon as you arrive, which can save you time and labor during set-up.

SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

Vista Convention Services is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista Convention Services must have payment before forwarding freight.**

SHIPPING TO THE ADVANCE WAREHOUSE

All advance shipments to the warehouse should be addressed/labeled as follows:

TO: 2015 BROAD STREET RUN HEALTH & FITNESS EXPO
(Exhibiting Company's Name & Booth Number)
c/o Vista Convention Services
YRC
2627 State Road
Bensalem, PA 19020

· **To trace your shipment, please contact the Customer Service Department at (215) 245-2370.**

· Shipments will be received beginning **WEDNESDAY APRIL 1, 2015.**

· Shipments received after the deadline of **FRIDAY, APRIL 24, 2015 will be charged an additional 35% surcharge.**

· Shipments received after **3:30 p.m.** will be charged an overtime rate.

· Advance warehouse receiving hours are Monday through Friday, **8:00 a.m.** to **3:30 p.m.**
Carriers checking in after **3:30 p.m.** Monday through Friday will not be guaranteed unloading.

· Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOW SITE

All direct shipments to show site should be addressed/labeled as follows:

TO: 2015 BROAD STREET RUN HEALTH & FITNESS EXPO
(Exhibiting Company's Name & Booth Number)
Pennsylvania Convention Center
c/o Vista Convention Services
One Convention Center Place / 1101 Arch Street
Philadelphia, PA 19107-2299

Show site shipments will be received beginning THURSDAY, APRIL 30, 2015 @ 1:00 PM
Shipments arriving at show site prior to this date and time may be REFUSED or charged an overtime rate.

SHIPPING INSTRUCTIONS

(Continued)

SHIPPING OUTBOUND FROM SHOW SITE

· All outbound shipments must be accompanied by an official show bill of lading.

· You may obtain show bills of lading after reviewing your invoice at show site.

· When shipping to separate destinations, a separate bill of lading is required for each destination.

· All outbound shipments should be addressed/labeled as follows:

Label each item as follows:

FROM: (Your Company Name)
BOOTH #:
SHOW NAME:
LOCATION: (Pennsylvania Convention Center)
TO: (Shipping Address)

· Once your shipment is packed and labeled, return your show bill of lading to the Vista Convention Services Service Desk. All bills of lading must be turned in no later than **SATURDAY, MAY 2, 2015 @ 8:00 PM**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

· Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.

· Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **YRC**) must be checked in no later than **SATURDAY, MAY 2, 2015 @ 7:00 PM**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO
c/o VISTA CONVENTION SERVICES
YRC
2627 STATE ROAD
BENSALEM, PA 19020

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO
c/o VISTA CONVENTION SERVICES
YRC
2627 STATE ROAD
BENSALEM, PA 19020

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN FRIDAY, APRIL 24, 2015
RECEIVING 8:00 AM - 3:00 PM MONDAY - FRIDAY, CHECK-IN BY 3:00 PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO
c/o VISTA CONVENTION SERVICES
YRC
2627 STATE ROAD
BENSALEM, PA 19020

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO
c/o VISTA CONVENTION SERVICES
YRC
2627 STATE ROAD
BENSALEM, PA 19020

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO
c/o VISTA CONVENTION SERVICES
PENNSYLVANIA CONVENTION CENTER, HALL A
1101 ARCH STREET
PHILADELPHIA, PA 19107

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO
c/o VISTA CONVENTION SERVICES
PENNSYLVANIA CONVENTION CENTER, HALL A
1101 ARCH STREET
PHILADELPHIA, PA 19107

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO
c/o VISTA CONVENTION SERVICES
PENNSYLVANIA CONVENTION CENTER, HALL A
1101 ARCH STREET
PHILADELPHIA, PA 19107

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2015 BLUE CROSS BROAD STREET RUN
HEALTH & FITNESS EXPO
c/o VISTA CONVENTION SERVICES
PENNSYLVANIA CONVENTION CENTER, HALL A
1101 ARCH STREET
PHILADELPHIA, PA 19107

100 percent Customer-Focused, Cost Effective

SMG Labor Services at Pennsylvania Convention Center

Exhibiting at the Pennsylvania Convention Center in Philadelphia is even easier with new management by SMG - the country's best and most experienced meeting facilities managers. You can expect the same kind of seamless, professional management that SMG provides to some of the best meeting facilities in the country including Chicago, San Francisco, Denver and New Orleans. The combination of SMG management and the Pennsylvania Convention Center's newly implemented Customer Satisfaction Agreement are aimed at making it easier for our customers and our exhibitors to conduct business.

Customers' and Exhibitors' Rights

Exhibitors' Booths

- In exhibit booths that are no larger than 600 net square feet, an Exhibitor or a full-time company representative(s) **may erect and teardown booths**. The use of hand tools, power tools, battery-operated tools and ladders up to 6' are permitted.
- In exhibit booths that are no larger than 600 net square feet, an Exhibitor or a full-time company representative of the exhibitor's company **may hang signs or graphics**.

Loading and Unloading

- Exhibitors **may load and unload** non-commercial automobiles, station wagons, mini-vans, SUV's, and non-commercially registered 4 wheel pick-up trucks or vans.
- Exhibitors **may use equipment**, including but not limited to, carts, dollies, luggage carriers, 4 wheel flatbed carts, and 2 wheel hand trucks. The use of any motorized or hydraulic devices is prohibited.

Easels and/or Sign Cards

- All full-time regular employees of Show Management, Meeting Planner or Show Organizers may place, move and/or remove easels or card signs or both. They may also put out up to 6 pop up signs. Signs and easels need to be delivered to a central location for an organization's staff members to move to an appropriate location.

Computers / Audio Visual

- All full-time regular employees of Exhibitors shall be **permitted to connect their personal computers** (desktop and laptop), computer components and peripherals with no limitation for non-public uses.

- All third-party vendors, including rental companies, contractors, and/or vendors must utilize union workers to install and to dismantle their laptops, desktops, computers and audio-visual equipment.
- The installation and dismantling of all computers (in bulk) in the Cyber Cafes and all meeting rooms shall be handled by a combined workforce of Electricians and Stagehands that is designated by the Labor Supplier.

Stage

- Computers set on stage are exclusively the jurisdiction of Stagehands.

Exhibits

- Décor and props (on stage) are installed and dismantled by Stagehands.
- I & D Exhibits (not set by the Exhibitor) of more than 600-square feet are installed and dismantled by Stagehands.

Electrical

- Exhibitors cannot run cords under carpet.
- Exhibitors can run cords over carpet as long as they are concealed and do not impose a trip hazard, i.e. side curtains or under tables with skirts.
- All cords within booth must be grounded 3-wire, 12-gauge UL cords.
- No household ungrounded 2-wire extension cords allowed.

Florists

- All commercial deliveries must utilize union unload labor to deliver floral arrangements and plants to exhibits and meeting rooms.
- Exhibitors and Customers using a non-commercial vehicle can load, unload and deliver plants to their designated areas.
- Exhibitors and Customers and their employees at the organization can load and unload their plants or floral arrangements in non-commercial vehicles, i.e. automobiles, station wagons, minivan, SUV and non-commercially registered four-wheel pickup truck or van. They may use their own equipment, including but not limited to: carts, dollies, luggage carriers, flat-bed carts and two-wheel hand trucks. They may not use motorized or hydraulic devices.

These rights apply to PCC Customers and Exhibitors only. A PCC Customer is any organization that has entered into a lease agreement for the use of our facility and a PCC Exhibitor is any entity that is exhibiting at an event held within our facility. These particular Customers' and Exhibitors' rights do not apply to contractors working within our facility. All contractors performing work at the PCC should contact SMG Labor Services to arrange for the procurement of the required show labor. SMG Labor Services at PCC can be reached at (215) 418-2032.

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

Phone: 215.418.2032 Fax: 215.418.4875

PCC SAFETY GUIDELINES FOR EXHIBITORS WORKING IN BOOTHS 600 SQ/FT OR LESS

1. A ladder up to 6 feet may be used in accordance with the manufacturer guidelines.
2. Power actuated tools, such as Hilti guns and gas filled nailers, may not be used under any circumstances.
3. The use of gasoline powered equipment is prohibited.
4. The use of one scaffolding section will be permitted, multi-tier scaffolding is not permitted.
5. Rigging of heavy objects is not permitted. Riggers would be required for such work.
6. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
7. The use of hoists will not be permitted.
8. The use of a device with an open flame, such as a propane torch, is prohibited.
9. No smoking shall be permitted inside the facility.
10. Exhibit booths or displays may not block fire equipment.

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

Frequently Asked Questions-Exhibitors
100 Percent Customer-Focused, Cost Effective

Loading and Unloading

As an exhibitor can I unload my own vehicle?

- Yes, as long as it does not have commercial tags or lettering on the vehicle.

Product

Can we open boxes and stock our shelves?

- Exhibitors and customers may open boxes, stock shelves, distribute and set product, set-up, place plug in, hang from hooks product and literature within the booth space. Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

Booth Set-Up

Install

As an exhibitor do I have the right to install flooring and displays in my booth?

- Exhibitors can set-up and/or tear-down a booth as long as the booth is 600 square feet or less and a full-time employee of the company.

With the new rules in the building am I able to use a step ladder and a screw gun in my booth?

- In booths that are less than 600 square feet you are permitted to use ladders up to 6' and power tools (including battery operated).

I will be exhibiting in a few months at the PCCA. Is it ok for me to set up scaffolding and paint in my booth?

- Yes, as long as you are a full time employee and the booth is less than 600 square feet. Only one level of scaffolding is permitted.

As an exhibitor can I also work in my booth if I hire stagehands to install my booth?

- Yes, as long as they are full-time employees of the company for more than 6 months and have an exhibitor badge.

I am an exhibitor coming in for an event next month and I was wondering if I can set up my personally owned 40 inch monitor with DVD player?

- Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full time employee of the booth and the booth is not in excess of 600 square feet.

Electric

My booth will have stem lighting, can I install them myself?

- Exhibitors have the right to install your own lighting as long as the booth is 600 square feet or less. Lights must be in stalled by a full time employee of the booth and they cannot be provided by a rental company or 3rd party. Rental lighting must be installed by electricians. They must be UL/NEC compliant.

As an exhibitor can I set up my own computers?

Yes, exhibitors may set up personally owned computers that are not to be used for public use. In addition, all rented equipment must be set up by electricians.

As an exhibitor, can I run my own cords in my booth?

An exhibitor can run cords within a booth less than 600 square feet along the drape line or behind a display. It must be 12 gauge with grounded. Taping across the floor cannot be permitted.

Can I disconnect my battery from a vehicle in my booth?

Batteries shall be disconnected and reconnected by electricians regardless of booth size.

Ordering Exhibitor Services Online

(this is the quickest, easiest and preferred method for ordering utilities)

Ordering your Exhibitor Services Online at the Pennsylvania Convention Center is as easy as… 1, 2, 3 use this link to access our on line system

For electricity, plumbing, compressed air, telecommunications and/or internet services online ordering please use this link:

https://iebms.paconvention.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP

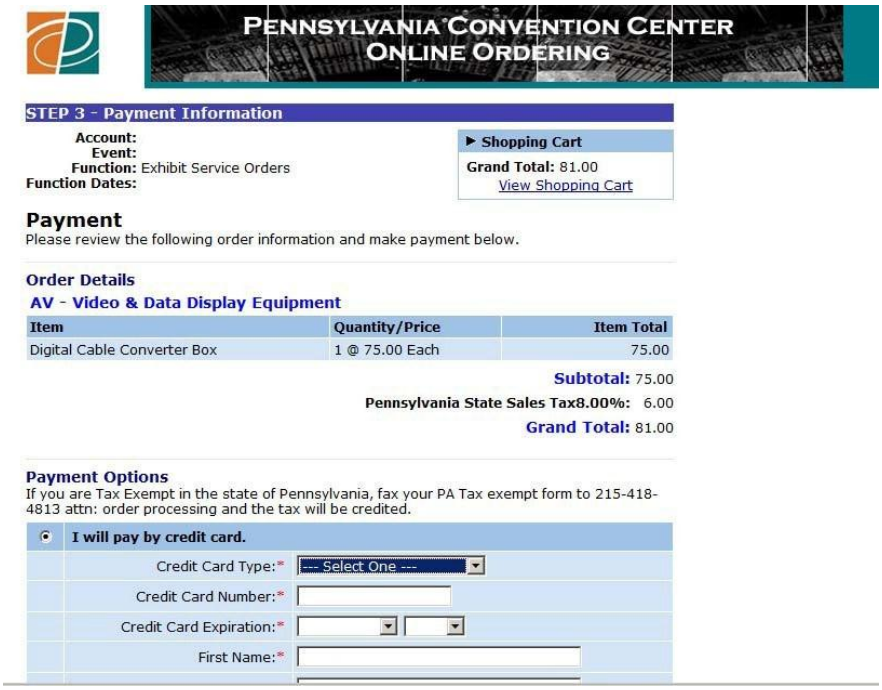
One: Select your event, register or login, and enter your booth number.

PENNSYLVANIA CONVENTION CENTER
ONLINE ORDERING
Logon
Existing User
If you are an existing user, please logon.
E-Mail Address:
Password:
Forget your password? Send password to my e-mail
Logon
New User
If you are a new user, select the Create Account button below.
Don't Have An Account?
Create Account
For assistance using our logon application please contact our customer service.

Two : Select the services desired .

PENNSYLVANIA CONVENTION CENTER
ONLINE ORDERING
STEP 2 - Shop For Services
Account:
Event:
Function: Exhibit Service Orders
Function Dates:
Order Form List
AV - Video & Data Display Equipment, Electrical Services - Client Services, Electrical Equipment - Client Services, Internet Services, Telecom Services, Water & Compressed Air
Order Form
Enter desired item information and hit the Add Items to Cart button below to save to the shopping cart.
AV - Video & Data Display Equipment
Item
Quantity/Price
Item Total
Digital Cable Converter Box
75.00 Each
0.00
HD Cable Converter Box
100.00 Each
0.00
IASTE Cable Feed
275.00 Each
0.00
Add Items To Cart

Three : review your cart, pay by credit card and checkout



RETURN THIS FORM TO:
PCCA/SMG ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-2190
Fax: (215) 418-2187
utilities@paconvention.com

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

ADVANCE DEADLINE

Broad Street Run
04/09/15

ELECTRIC SERVICE ORDER

(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: _____ **Booth No.:** _____

Address: _____ **Event:** _____

City: _____ **State:** _____ **Zip:** _____

Exhibitor Contact Name: _____ **Title:** _____

Phone: _____ **FAX:** _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

◯Visa ◯ MasterCard ◯Amex Account Number: _____ **Exp Date:** _____

Print Card Holder's name: _____ **Signature:** _____

Check enclosed #: _____ **Amount:** _____

STANDARD 120 VOLT SERVICE

Service originates at back center in line booths, Electrical Labor Order required for other location. Island & Peninsula Exhibits

QTY	SERVICE	ADVANCE	STANDARD	24 HR ADD 50%	TOTAL
	500 watt service	**$100.00**	**$145.00**		
	1000 watt service	**$130.00**	**$180.00**		
	2000 watt service	**$170.00**	**$235.00**		
	OTHER CALL FOR QUOTE)				
	FOR EXTENSIVE ELECTRIC SERVICES IN THE GRAND HALL – PLEASE CALL FOR QUOTE				

208 VOLT MOTOR/MACHINERY & DISTRIBUTION SERVICE

Labor order and floor plans required for 208v Services. Labor and material charges will apply.

QTY	SERVICE	ADVANCE	STANDARD	24 HR ADD 50%	TOTAL
	30 amps single phase	**$360.00**	**$490.00**		
	60 amps single phase	**$590.00**	**$780.00**		
	100 amps single phase	**$845.00**	**$1,200.00**		
	30 amps three phase	**$490.00**	**$650.00**		
	60 amp three phase	**$730.00**	**$960.00**		
	100 amps three phase	**$1145.00**	**$1490.00**		
	OTHER CALL FOR QUOTE				

RENTAL LIGHTS

Price includes power/installation/one time focus on Straight Time with lighting grid

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	4' Track w/3 90watt lamps	**$175.00**	**$255.00**	
	8' Track w/3 90watt lamps	**$225.00**	**$305.00**	
	Each additional track lamp	**$20.00**	**$30.00**	
	LED Clamp Stem Light	**$115.00**	**$145.00**	
	Overhead Par Can	**$600.00**	**$900.00**	
			SUB TOTAL	
			8% SALES TAX	
			TOTAL	

Email completed service order form along with floor grid and labor form to PCCA/SMG Utility Services Department at utilities@paconvention.com
TO ORDER ON-LINE VISIT OUR WEBSITE AT
WWW.PACONVENTION.COM

***ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE**

RATES EFFECTIVE JULY 1, 2014 – RATES SUBJECT TO CHANGE

PCC/SMG ELECTRIC SERVICE ORDER
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- **a.** Order must be typed or clearly printed, illegible forms will delay processing.
- **b.** Services requested at location other than back of booth must include proper forms and diagrams.
- **c.** For services and equipment not listed on the service order form, **call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- **a. Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority,** (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- **b.** Advance rates will be applicable to service orders complete with payment in full received by PCCA/SMG 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event or orders received without payment will be billed at the standard rate.
- **c.** Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
- **d.** Outstanding balance for services will be automatically billed to the credit card on file.
- **e.** Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- **f.** A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
- **g.** Cancellation of services must be received by PCCA/SMG Utility Services 21 days prior to the event.
- **h.** Rates are based on current wages and are subject to change without notice.
- **i. Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- **j. Refunds** of overpayments will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- **k.** For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- **l. International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- **m.** For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- **a.** Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- **b.** Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
- **c.** Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- **a.** Services provided may not be shared by multiple exhibits.
- **b.** All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or it's Sub-contractors.
- **c.** PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- **d.** PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- **e.** All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection to service.
- **f.** Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.

RETURN THIS FORM TO:
PCC/SMG UTILITY SERVICES
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-2190
Scanned Forms To:
utilities@paconvention.com

Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

ADVANCE DEADLINE

Broad Street Run

04/09/15

ELECTRIC LABOR ORDER

Exhibiting Firm: _____ **Event Name:** _____

Address: _____ **Booth Number:** _____

City: _____ **State:** _____ **Zip:** _____

Exhibitor Contact Name: _____ **Title:** _____

Phone: _____ **FAX:** _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED FOR INSTALLATION LABOR AND MATERIALS

◯Visa ◯ MasterCard ◯Amex **Account Number:** _____ **Exp Date:** _____

Print Card Holder's Name: _____ **Signature:** _____

Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below.
Material, (Extension cords/feed cables/cord caps etc. and Lift Charges for overhead work will apply)

PLEASE CHECK WORK REQUIRED

☐ Distribution of service under carpet from point of origin	☐ Truss/Motors/Lights
☐ General & Deco Lighting	☐ Exhibitor/Vendor Rental ☐ PCC/SMG Rentals
☐ Hardwire Lights & Electrical Equipment	☐ Coax, ☐ VGA, ☐ Audio, Signal, ☐ Low Voltage Terminations
☐ 208 & 480 volt service connection/disconnection	☐ Satellite Dish, Assembly/Dismantle/Cabling
☐ Suspended Electrical Signs with Lights and/or Motors	☐ Computer Installation/Dismantle
☐ Network Data Cabling Distribution & Terminations	☐ Close Circuit TV, Security Cameras/Monitors
☐ Install/Dismantle Booth Lighting	☐ Overhead Service
☐ Disconnect/Connect Vehicle Batteries	

ELECTRICAL LABOR RATES PER HR

Weekdays 8am-4:30pm $99.00 Saturdays $149.00 Sundays & Holidays $198.00

TERMS & CONDITIONS

A labor order and floor plan must be submitted with Electric Service Order to complete order at advance rate
Installation and dismantle labor is scheduled and billed at rates in accordance with show move-in/out. The minimum charge of ½ hour installation and ½ hour dismantle will apply. Scheduled supervised labor will result in ½ hour charge per electrician if supervision fails to report to the electrical labor desk or exhibit space on date and time requested. Time must be allowed for electrician/s to gather necessary tools, materials, have work checked by exhibitor, and to return to labor desk. ***Dismantle labor of floor power will be automatically charged at 50% of the total installation hours unless requested. Dismantle of overhead services, signs, truss, motors and lights will be billed on actual hours.***

☐ **PROCEED WITHOUT EXHIBITOR SUPERVISION FOR DISTRIBUTION UNDER CARPET**
Electrical diagram is required with locations shown in measurements or over a 1'x1'grid

☐ **PROCEED UNDER SUPERVISION** ☐ **EXHIBITOR'S** ☐ **EAC/Contact** _____

☐ **Distribution of cords/cables under carpet/flooring** **Date:** _____ **Time:** _____

☐ **Connection to 208/480 Service** **Date:** _____ **Time:** _____

☐ **Overhead Electrical Sign/Spinning Motor** **Date:** _____ **Time:** _____

☐ **Installation of booth lighting** **Date:** _____ **Time:** _____

☐ **Exhibitor's truss/motors/lights** **Submit a detailed schedule/diagrams**

PLEASE CONTACT PCC/SMG UTILITY Services Department AT 215-418-2190 IF YOU REQUIRE AN ESTIMATE OF YOUR LABOR AND EQUIPMENT**

RATES EFFECTIVE JULY 1, 2014 – RATES SUBJECT TO CHANGE

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY

ELECTRIC SERVICE SAFETY CHECK LIST

1. Exhibitors **are not permitted** to install any extension cords/cables other than back of booth and alongside drapes, please refer to the diagram on the reverse side.

2. Exhibitor's electric cords/cables under carpet/taped or otherwise covered, with the exception of back of booth or alongside drapes, require an Electric Labor Order and installation provided by a PCC/SMG electrician. Exhibits that are found to be in non-compliance will receive notice and will be subject to power interruption until corrected.

3. All exhibitor cords must be grounded 3-prong no less than #12 wire UL cords. Any household, ungrounded 2-prong multi outlet cords **are prohibited** from use in the PCC.

4. Electric service is routinely turned on one (1) hour before the start of an event, turned off one (1) hour after close of event each day. Please take precautions with perishables, refrigeration and programmed electronics. 24 Hour electrical service is available upon request. We recommend confirming your request for 24 Hour power at the PCC/SMG Utility desk.

5. Electric distribution panels in the back of booths **must remain accessible** at all times. Exhibitors are prohibited from accessing electric distribution panels. Report any loss of power to the PCC/SMG Utility desk.

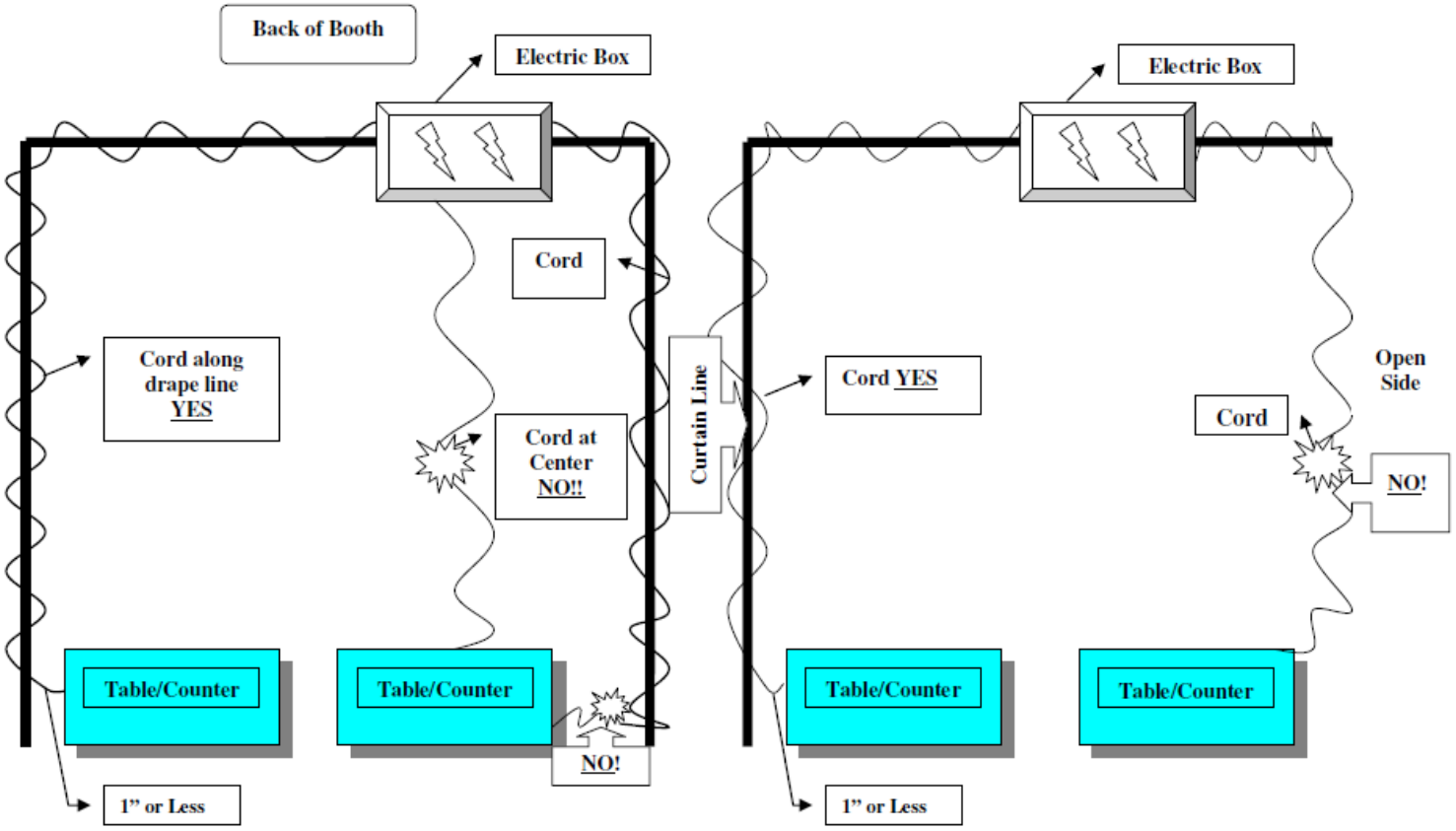
6. All hard wiring and/or splicing of lights and electrical equipment requires an Electric Labor Order and installation provided by a PCC/SMG electrician.

7. All electrical equipment and installations are subject to inspection. Equipment presenting a severe safety hazard is subject to removal.

8. Show Management will be notified of exhibits that are non-compliant.

THANKING YOU IN ADVANCE FOR YOUR COOPERATION
PCC/SMG Utility Services
215-418-2190

CORDS – SAFETY FIRST



Please avoid trip hazards!! If you absolutely need cord(s) through the center or along an OPEN side, please come
to the Service Desk to have an electrician provide you with a cord under the carpet.

Thank you!

RETURN THIS FORM TO:
PCC ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-4800
Fax: (215) 418-4805
showservices@paconvention.com

Pennsylvania Convention Center PHILADELPHIA

AN SMG MANAGED FACILITY

ADVANCE DEADLINE

Broad Street Run
04/09/15

INTERNET SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm:_____ **Booth No.:** _____

Address:_____ **Event:** _____

City:_____ **State:**_____ **Zip:** _____

Exhibitor Contact Name:_____ **Title:** _____

Phone: (_____)_____ **FAX: (_____)**_____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number:_____ **Exp Date:**_____

Print Card Holder's name:_____ **Signature:**_____

Check enclosed #:_____ **Amount:** _____

INTERNET SERVICES

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	TURBOLINK Service at 5Mbps, includes **13 PRIVATE** IP addresses and (1) 16-port data switch.	**$3,600.00**	**$4,125.00**	
	5Mbps PUBLIC TURBOLINK Service - Package limited to 13 public IP addresses and (1) 16-port data switch *This service will accommodate more technical Internet functions (e.g. web hosting and VPNs)*	**$4,200.00**	**$4,725.00**	
	FASTLINK Service at 3Mbps, includes **13 PRIVATE** IP addresses and (1) 16-port data switch.	**$2,100.00**	**$2,725.00**	
	3Mbps PUBLIC FASTLINK Service - Package limited to 13 public IP addresses and (1) 16-port data switch *This service will accommodate more technical Internet functions (e.g. web hosting and VPNs)*	**$2,700.00**	**$3,225.00**	
	PUBLIC Service at 1.5Mbps, includes connections for (2) devices and an 8-port data switch. *This service will accommodate more technical Internet functions (e.g. web hosting and VPNs)*	**$1,365.00**	**$1,680.00**	
	• **Additional Public Connections** – Each device requires a connection via (1) IP address. Public Internet Service must be ordered first. Public Service is limited to 13 IP addresses total.	**$210.00**	**$263.00**	
	PREMIUM Service at 1.5Mbps, includes connections for **(2)** devices and an 8-port data switch.	**$1,140.00**	**$1,365.00**	
	STANDARD Internet Service at 784Kbps, includes connections for **(2)** devices and an 8-port data switch.	**$885.00**	**$1,140.00**	
	• **Additional Premium/Standard Connections –** Each device requires a connection via (1) IP address. Premium/Standard Internet Service must be ordered first.	**$158.00**	**$210.00**	
	Point-to-Point VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. **Origination Point**_____ **Destination Point**_____	**$630.00**	**$840.00**	
			SUB TOTAL	
			8% SALES TAX	
			TOTAL	

Internet service originates at back of booth; please attach the booth floor plan if primary service is required in a location other than back of booth.
Upload and download speeds are the same.

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

INTERNET SERVICE ORDER
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- **a.** Order must be typed or clearly printed, illegible forms will delay processing.
- **b.** Services requested at location other than back of booth must include floor plan.
- **c.** For services and equipment not listed on the service order form, call the PCC Show Services Department for availability and quotes at (215) 418-4800 or e-mail **showservices@paconvention.com**

2. EXPLANATION OF SERVICE

- **a.** Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- **b.** Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE

- **a.** Services provided **may not be** shared by multiple exhibits.
- **b.** All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
- **c.** Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
- **d.** The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
- **e.** The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
- **f.** The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
- **g.** The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
- **h.** All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
- **i. It is the responsibility of the client to provide the following:**
    1. **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
    2. **Network Driver: TCP/IP**
    3. **Proper configuration of computer equipment for TCP/IP connection.**
    4. **Electrical service for your booth, room, or service location.**

4. PAYMENT TERMS & CONDITIONS

- **a. Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center** (PCC), and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- **b.** Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- **c.** Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
- **d.** Outstanding balance for services will be automatically billed to the credit card on file.
- **e.** Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- **f.** A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
- **g.** Cancellation of services must be received by PCC Show Services Department 21 days prior to the event.
- **h.** Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- **i. Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- **j.** For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- **k.** International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- **l.** For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RETURN THIS FORM TO:
PCCA ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-4800
Fax: (215) 418-4805
showservices@paconvention.com

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

ADVANCE DEADLINE

Broad Street Run
04/09/15

AUDIO VISUAL SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: _____ **Booth No.:** _____

Address: _____ **Event:** _____

City: _____ **State:** _____ **Zip:** _____

Exhibitor Contact Name: _____ **Title:** _____

Phone: (**)** _____ **FAX: (** **)** _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: _____ **Exp Date:** _____

Print Card Holder's name: _____ **Signature:** _____

Check enclosed #: _____ **Amount:** _____

AUDIO VISUAL SERVICES (RATES LISTED BELOW ARE FOR EXHIBIT BOOTHS FOR THE ENTIRE LENGTH OF THE SHOW)

PRESENTATION EQUIPMENT	QTY	ADVANCE RATE	STANDARD RATE	TOTAL
6' Tripod Screen		$90.00	$112.50	
8' Tripod Screen		$135.00	$168.75	
32" or 54" Projection Video Cart w/ Drape		$75.00	$93.75	
Flipchart w/ Markers and Pad		$90.00	$112.50	
LCD FLAT PANEL DISPLAYS				
17" LCD Flat Panel Monitor *(Data ONLY)*		$225.00	$281.25	
20" LCD Flat Panel Monitor *(Data ONLY)*		$300.00	$375.00	
24" LCD Flat Panel Display *(Data & Video)* Black		$525.00	$656.25	
32" HD Flat Panel Display *(Data & Video)* Black		$750.00	$937.50	
42" HD Flat Panel Display *(Data & Video)* Black		$1,050.00	$1,312.50	
52" HD Flat Panel Display (Data & Video) Black		$1,350.00	$1,687.50	
60" HD LED Display (Data & Video) Black		$1,875.00	$2,343.75	
Large LCD Flat Panel Displays available		*Call for Pricing*		
Floor Stand or Table Top Stand (circle one)		$50.00	$62.50	
**Wall mounts to be supplied by Exhibitors*				
LCD PROJECTORS				
4,500 Lumen LCD Projector		$1,185.00	$1,481.25	
LAPTOP COMPUTER				
Laptop Computer with MS Office		$375.00	$468.75	
AUDIO/VIDEO EQUIPMENT				
160 Watt Self Powered Full Range Speaker w/Stand		$195.00	$243.75	
300 Watt Self Powered Full Range Speaker w/Stand		$255.00	$318.75	
Dynamic Microphone Floor Stand, Podium, or Table Top (circle one)		$105.00	$131.25	
Wireless Microphone Handheld, Lavalier, or Headset (circle one)		$345.00	$431.25	
DVD Player (single disc)		$195.00	$243.75	
Blue-ray Player		$300.00	$375.00	

ADDITIONAL EQUIPMENT: _____

_____

ON SITE CONTACT INFORMATION:

On-site Contact Name: _____

Cell Phone Number: _____

Delivery Date/Time: _____

Pick-up Date/Time: _____

TOTAL CHARGES	
EQUIPMENT SUBTOTAL	
8% SALES TAX	
LABOR SERVICES (PLEASE SEE SPECIAL INFORMATION)	
TOTAL AMOUNT DUE	

SPECIAL INFORMATION:

Please contact the Show Services Department (215.418.4800) to order additional equipment.

Labor Services will be charged at a minimum of (1) one hour for set up and (1) one hour for strike at the prevailing stagehand rate for exhibit hall booth equipment. Large equipment orders may require more labor time – please call the Show Services Department to confirm.

A representative from your company must be on hand to sign for the equipment.

RATES EFFECTIVE JAN 1, 2014 – RATES SUBJECT TO CHANGE(Rev. 12/13)

PCCA AUDIO VISUAL SERVICE ORDER (EXHIBIT BOOTHS)
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

- **a.** Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
- **b.** For services and equipment not listed on the Service Order Form, please call the PCC's Show Services Department at (215) 418-4800 or e-mail showservices@paconvention.com.
- **c.** Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS

- **a.** Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority** (PCC), and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
- **b.** If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer.
- **c.** A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
- **d.** Cancellation of services must be received by PCC's Show Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
- **e.** Labor rates are based on current prevailing wages and are subject to change. **Calculation of Stagehand Labor Rates are as follows: Straight Time Rate (M-F first 8 hours of the day), Overtime Rate (Saturdays and after the first 8 hours worked M-F), and Double Time Rate (Sundays).**
- **f.** It is the Customer's responsibility to advise PCC's Show Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
- **g.** Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
- **h.** Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.
- **i.** International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- **j.** For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS

- **a.** A representative of Customer must be present to sign for delivery of equipment.
- **b.** All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- **c.** All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
- **d.** All equipment is subject to inspection and approval by PCC prior to connection to service.
- **e.** It is understood and agreed that Customer is renting PCC's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.
- **f.** Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC Show Services Desk.
- **g.** PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
- **h.** The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _____ **Date:** _____

Company Name: _____ **Booth No:** _____

RETURN THIS FORM TO:
PCCA ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-4800
Fax: (215) 418-4805
utilities@paconvention.com

Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

ADVANCE DEADLINE

Broad Street Run
04/09/15

TELECOMMUNICATIONS SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm:_____ **Booth No.:** _____

Address:_____ **Event:** _____

City:_____ **State:**_____ **Zip:** _____

Exhibitor Contact Name:_____ **Title:** _____

Phone: (____)_____ **FAX: (____)**_____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED

[ ] Visa [ ] MasterCard [ ] Amex Account Number:_____ **Exp Date:**_____

Print Card Holder's name:_____ **Signature:**_____

Check enclosed #:_____ **Amount:** _____

PHONE SERVICE *(unlimited local and long distance calls at no additional charge)*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Analog Voice Line	**$270.00**	**$340.00**	
	Credit Card Line	**$270.00**	**$340.00**	
	Fax Line	**$270.00**	**$340.00**	
	Multi Line Phone & Line	**$410.00**	**$510.00**	

PHONE EQUIPMENT & FEATURES

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Single Line Telephone Set Rental	**$15.00**	**$25.00**	
	Conference Phone	**$100.00**	**$125.00**	
	Voice Mail	**$25.00**	**$50.00**	

D-MARK EXTENSION (*ordered by customer from local carrier and extended by PCCA to room or booth. Attach carrier confirmation when requesting D-Mark extension)*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Extend ISDN to Booth/Room	**$350.00**	**$400.00**	
	Extend POTS Line to Booth/Room	**$175.00**	**$225.00**	
	Extend T-1 to Booth/Room	**$600.00**	**$700.00**	
	Extend Fiber	**$600.00**	**$700.00**	

Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.

SUB TOTAL	
8% SALES TAX	
TOTAL	

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM
RATES EFFECTIVE JANUARY 1, 2014 – RATES SUBJECT TO CHANGE (Revised Sept. 2013)

TELECOMMUNICATIONS SERVICE ORDER
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- **a.** Order must be typed or clearly printed, illegible forms will delay processing.
- **b.** Services requested at location other than back of booth must include floor plan.
- **c.** For services and equipment not listed on the service order form, call the PCCA Utility Services Department for availability and quotes at (215) 418-4800 or e-mail **utilities@paconvention.com**

2. EXPLANATION OF SERVICE

- **a.** Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- **b.** Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.

3. RULES & REGULATIONS FOR SERVICES

- **a.** Services provided **may not be** shared by multiple exhibits.
- **b.** All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or it's sub-contractors.
- **c.** PCCA and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- **d.** PCCA or its sub-contractors are not responsible for interruption or fluctuation of services.
- **e.** All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
- **f.** Customer is responsible for any lost or damaged equipment supplied by the PCCA.

4. PAYMENT TERMS & CONDITIONS

- **a.** **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority** (PCCA), and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- **b.** Advance rates will be applicable to service orders received by PCCA 21 days prior to the first day of move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- **c.** Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4793 for approval.
- **d.** Outstanding balance for services will be automatically billed to the credit card on file.
- **e.** Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- **f.** A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
- **g.** Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
- **h.** **Refunds** of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
- **i.** For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- **j.** International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- **k.** For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

Driving Directions

Determine which entrance your event is using or which hall you will be exhibiting in. All exhibit material shipped to the Convention Center must be properly labeled including show name and booth/room number. For further instructions on shipping & delivery of exhibit materials, refer to shipping instructions or contact the show's General Service Contractor.

From The Northern and Western Suburbs

Take I-76 East to Exit 344 for I-676 East. Follow signs for Central Philadelphia. Take I-676 East and exit at Broad Street/ Rt. 611 (2nd exit). You will be on Vine Street. Follow Vine Street to 12th Street (4 traffic lights).

From The Pennsylvania Turnpike

Follow Pennsylvania Turnpike to Exit 20 / I-476 (Mid County Interchange). Take I-476 South to Exit 16/ I-76E Philadelphia. Stay on I-76 East for approximately 12 miles. Exit at 344 / I- 676 East. Take I-676 East and exit at Broad Street/Rt. 611 (2nd exit). You will be on Vine Street. Follow Vine Street to 12th (4 traffic lights).

From PA 309

Take PA 309 South to Pennsylvania Turnpike. Follow Turnpike West to Exit Mid County Interchange / 476S Chester. Take I-476 South to Exit 16 / I-76 Philadelphia. Stay on I-76 East for approximately 12 miles. Exit at 344 / I- 676 East. Take 676 East and exit at Broad Street/Rt. 611 (2nd exit). You will be on Vine Street. Follow Vine Street to 12th Street (4 traffic lights).

From US 611

Take US 611 South into Philadelphia (611 South becomes Broad Street). Go South on Broad Street for approximately 8 miles. In Cen-ter City, turn left onto Vine Street / Local Traffic. Follow Vine Street to 12th Street (2 traffic lights).

From New Jersey and Atlantic City Area

Take Atlantic City Expressway to 42 North. Follow 42 North to the Benjamin Franklin Bridge (Rt. 676), crossing into Phila-delphia. Follow the signs for Convention Center (this is Vine Street). Go approximately 6 blocks, make a left turn onto 12th Street.

From The New Jersey Turnpike (New York)

Take the NJ Turnpike to exit 4 (Philadelphia / Camden Exit). Get onto 73 North and follow it to 38 West Take 38 West fol-lowing the signs directing to the Benjamin Franklin Bridge (The Bridge is 30 West), crossing into Philadelphia. Follow the signs for Convention Center (this is Vine Street). Go approximately 6 blocks, make a left turn onto 12th Street..

Pennsylvania Convention Center Entrances:

Main Entrance – 12th & Arch

Halls A, B, C, F, Grand Hall & Ballroom A&B: Once on 12th proceed two blocks to Arch Street.
GPS Address: 1201 Arch Street Philadelphia Pennsylvania 19107

Broad Street Entrance (Broad between Race and Arch)

Halls D, E, G, Broad Street Atrium & Terrace Ballroom: Once on 12th drive two blocks to Arch Street. Make a right onto Arch go three blocks to Broad Street make a right. Entrance is between Arch and Race.
GPS Address: 119 North Broad Street Philadelphia Pennsylvania 19107

Loading Docks:

Docks A, B, C, D, E, Grand Hall & Ballroom A&B:
Access ramp is located East bound on Vine Street between 12th and 11th Streets
GPS Address: 1130 Vine Street Philadelphia Pennsylvania 19107

Dock F: Once on 12th drive one block make a left onto Race Street the loading dock entrance is located half way down the block on the right side.
GPS Address: 1140 Race Street Philadelphia Pennsylvania 19107

Dock G: Once on 12th drive two blocks to Arch Street. Make a right onto Arch Street go one block to 13th Street turn left the entrance is located on the left hand side towards the end of the block.
GPS Address: 151 North 13th Street Philadelphia Pennsylvania 19107

House Dock:
Once on 12th drive two blocks to Arch Street. Make a right onto Arch go one block to 13th Street make a right. Drive one block to Race Street and make a right. The entrance is halfway down the block between 13th and 12th.
GPS Address: 1260 Race Street Philadelphia Pennsylvania 19107

From I-95 Southbound, New York, Northern & Central New Jersey, New England
Take I-95 South to Exit 22 for Central Philadelphia I-676. Stay in the left lane of this exit. Follow signs for 676 West to the 1st exit (Broad Street). This exit brings you up onto 15th St.

From I-95 Northbound, Philadelphia International Airport, Baltimore, Washington and Delaware
Take I-95 North to Exit 22 for Central Philadelphia I-676. Stay in the left lane of this exit. Follow signs for 676 West to the 1st exit (Broad Street). This exit brings you up onto 15th St.

To Pennsylvania Convention Center Entrances via the above I-95 routes

Main Entrance 12th & Arch
Halls A, B, C, F, Grand Hall & Ballroom A&B: Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to 12th St. make a right on to 12th. Drive straight ahead two blocks to Arch Street.
GPS Address: 1201 Arch Street Philadelphia Pennsylvania 19107

Broad Street Entrance (Broad between Race and Arch)
Halls D, E, G, Broad Street Atrium & Terrace Ballroom: Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to 12th St; make a right on to 12th. Drive straight ahead two blocks to Arch Street. Make a right onto Arch go 3 blocks to Broad Street make a right. Entrance is between Arch and Race.
GPS Address: 119 North Broad Street Philadelphia Pennsylvania 19107

Loading Docks:
Docks A, B, C, D, E, Grand Hall & Ballroom A&B: (entrance on Vine Street Eastbound between 12th and 11th Street) Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to ramp which is located East bound on Vine Street between 12th and 11th Streets
GPS Address: 1130 Vine Street Philadelphia Pennsylvania 19107

One Convention Center Place 1101 Arch Street Philadelphia, Pennsylvania 19107J2299 D: 215J418J4700 F: 215J418J4747 www.paconvention.com 8=

ROSE 4 U FLORIST
1201 Market St. Philadelphia, Pa 19107
www.rose4uflorist.com email : rose4uflorist@hotmail.com
(215)238-1634 , (800)996-5087 , (215)238-1653 fax

Event Service

* Flower Arrangement (Vase, Basket or any Container)

Size and Price	Quant.	Needs(vase, basket etc..)
Large ($80 and up)		
Medium ($55 and up)		
Small ($40 and up)		

* Plant Rental (Palm, Corn plant, Ficus, Peace lily, Boston Fern, Mum, etc..)

Size and Price	Quant.	Needs(what kind)
Large (5'-6' / $65)		
Medium (3'-4' / $35)		
Small (2' / $25)		

-flowering plants are available. (usually @$25/pot but it depends on season)
-flowering orchid plants are available (@$35 - @$50)

*Information of Company or Exhibitor

Company Name :

Event Name :

Location and booth # :

Setting date & time :

Breaking date & time:

Contact person and phone # :

Payment (CC # or Check) :
-there is no set up charges but 8% sales tax will be applied-
-if you have any special instruction please let us know or write on back of this page-